

# Administrative Procedures & Regulations for Examination & Assessment

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<b>Purpose</b>	This is the Institute Examination Procedures Document.
<b>Commencement Date</b>	June 2020
<b>Date of Next Review</b>	June 2023
<b>Who needs to know about this document</b>	Registrar, Heads of Faculty, Heads of Department, Programme Chairs/Co-ordinators, all academic staff, Faculty Exams Officers
<b>Revision History</b>	Revision of Version 3.0 June 2014 Revision of Version 2.0 October 2010 Revision of Version 1.0 June 2006
<b>Approved by Academic Council</b>	4 <sup>th</sup> June 2020
<b>Policy Author</b>	Office of the Registrar
<b>Policy Owner</b>	Office of the Registrar

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## Section 1 Procedure for Examinations and Assessments

This document forms part of the Quality Framework of Dún Laoghaire Institute of Art, Design and Technology (IADT). This Procedure should be used in conjunction with the following policies:

- Marks and Standards Policy
- IADT Assessment Appeals Policy and Procedures
- Plagiarism Policy

A detailed Standard Operating Practises (SOP) document is maintained by the Exam Offices and used in conjunction with this procedure.

### Introduction

The Examinations function falls within the Office for Academic and Student Affairs which is located within the Registrar's area of responsibility.

The Exams Officer will liaise with the Faculty Administrators/Faculty Exams Officers to agree a list of dates for exam/assessment related activities for the year. These will be strictly adhered to by both the Faculty and the Office of Academic and Student Affairs.

### Key Stages in Exam Process

#### 1. Examination Preparation

Item	Responsibility
Develop exam timetable and communicate to faculties	Exams Officer
Develop & circulate Institute exam paper template for all examination question papers	Exams Officer, following consultation with the Faculty
Create materials for practical exams including USB, exam paper & Practical Exam Requirement	Lecturer & Faculty Exams Officer
Liaise with ICT representative to set up requirements for practical exams	Faculty Exams Officer and the Exams Officer
Install resources for practical exam on PCs	IT staff
Send a list of the students with special considerations to each Faculty and the Exams Office. List is sent 6 weeks in advance of exams	Learning/Disability Support Service
Inform the Exams Office of the electives students have selected.	Faculty Exams Officer

Recruit and train invigilators	Exams Officer
Establish contact arrangements for lecturers	Faculty Exams Officer

## 2. Examinations in Progress

Item	Responsibility
Ensure relevant materials are available in a timely manner including answer sheets, exam papers, sign in sheets	Exams Office
Distribute exam papers, media storage devices, record PC number, complete Examination Report form & if relevant Incident forms	Invigilators
Contact lecturers in event of issue relating to questions	Exams Officer
Assist with technical problems during exams <b>only</b> in relation to malfunctioning operating systems or software, or faulty network connections.	ICT staff
Collate exam papers & media storage devices. Record required details and deliver to Exams Office	Invigilators

## 3. Post Examination

Item	Responsibility	Timelines
Collect exam answer books and/or USBs	Lecturers	Within 24 hours of the exam finishing
Return corrected exam papers to the Faculty Exams Officer	Lecturers	Within agreed schedule
Submit a representative sample of exam answer books or storage devices to the External Examiners	Faculty Exam Officers	Within agreed schedule
Return the corrected exam papers/practical exam materials to the Faculty Exam Officer	Lecturer	Within agreed schedule
Input grades	Lecturer	Within agreed schedule

## 4. Preparation for Exam Boards

Item	Responsibility	Timelines
Deferral of Examination/Module	Faculty Exam Officers	As per Academic Calendar

forms completed and return to the Exams Office		
Lecturing staff set up on Banner for inputting of marks	Faculty Exam Officers & Exams Office	As per Academic Calendar
Input the final grade mark into Banner.	Lecturer/ Faculty Administrators	By the date agreed at Faculty level
Input the module deferrals into Banner	Faculty Exams Officer	in advance of the Internal Results Meeting
Verify that there are no missing grades, then roll the grades by CRN and formally advise Exams Officer that all grades are input and rolled	Faculty Exams Officer	As per Academic Calendar
Schedule and manage internal board meeting	Faculty Exams Officer	As per Academic Calendar
Record changes agreed at the Internal Results Meeting on Banner and inform the Exams Office that all amendments have been completed and that all grades are rolled.	Faculty Exams Officer	As per Academic Calendar

## 5. External Exam Boards

Item	Responsibility
Schedule External Exam Boards	Exams Officer
Record amendments agreed by the Exam Board on the master broadsheet	Exams Officer
Record minutes of Exam Board decisions and resulting actions & circulate within 2 weeks	SQO
Record changes on the Banner database	ASA Manager

## 6. Posting of Exam Results

Item	Responsibility
The Exams Office posts results online on the Student Record System, Banner.	Exams Office
The Exams Office is responsible for issuing results to students within two weeks of the posting of exam results, online via Banner Student Self Service (Digitary)	Exams Office

## 7. Repeats

Item	Responsibility
Students who fail examinations and are required to repeat some or all modules will be notified by email of the instructions for registration for repeats	Exams Office

The Faculty Exam Officers contacts the student to advise of repeat mechanism and where appropriate details of summer projects or access to details.	Faculty Exams Officer
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## 8. Appeals Process

Item	Responsibility
Appeals are collated by the Exams Office and forwarded to the SQO	Exams Office
The Registrar carries out an initial assessment on which appeals have sufficient ground to go before an Appeal Board.	Registrar
For appeals that are deemed not to be of sufficient grounds to continue, the students will be advised of decision by the Senior Quality Officer.	Senior Quality Officer
For appeals that are deemed to be of sufficient grounds to continue, the Senior Quality Officer (SQO) forwards soft copies of these to the relevant Faculty for a response.	
The SQO sets up the Appeals Board meetings and provides copies of the appeals documentation along with the Faculty response.	
The Appeals Board is scheduled and SQO records decisions of the Appeals Board	Senior Quality Officer
Students are advised of outcome of the Appeals Boards.	Senior Quality Officer

